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FUNCTIONS OF [REDACTED] EASTERN EUROPE DIVISION

Budget

1. To develop division budget by issuing Call for Estimates which incorporates division budgetary policy, assisting country desks to prepare dollar estimates, to assume responsibility for overhead budget, to consolidate total EE requirements, to recommend acceptance of dollar amounts by Chief of Division, and to submit budget to DD/P.
2. To "execute" current year budget including request for allotment from Budget Division, suballotment to field, analysis of status of allotments periodically, request allotment adjustments, report periodically on status of allotments.
3. To maintain liaison with Budget Division, Finance Division and budget offices of other divisions on budgetary matters.
4. To approve and audit for propriety of charge and compliance with financial regulations all documents constituting an obligation against headquarters funds.

Fiscal

1. To establish and maintain a detailed obligation record for headquarters accounts and summary record of field obligations based on field finance reports.
2. To report monthly on obligations, expenditures and unliquidated obligations.
3. To assist Finance Division in identification of account charges.

Travel

1. To prepare all division travel orders (except inter-area field travel) and requests for travel advance and to assist in preparation and to audit vouchers for travel, per diem, separation allowances and other incidental expenses.
2. To publish periodically a "Travel log" containing information on name of traveller, destination and dates of travel performed by or for the Division.
3. To interview all arriving and departing travellers with respect to travel orders, vouchers, CPB procedures, etc.
4. To advise division on all travel problems.

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### Claims

1. To process all claims of HK Division regarding claims against the government or government against the individual covering such categories as household effects, travel, per diem, living allowance, overtime, auto maintenance, loss of funds, etc.
2. To investigate justification and legality of claim and to submit claim to appropriate officials.

### Payroll

1. To act as central Division point for distribution and later submission of all headquarters time and attendance cards to Finance Office and to distribute salary checks.
2. To develop estimates and prepare overtime requests for submission to the Budget Division and report monthly on overtime worked.
3. To handle Division payroll problems regarding over or under payment of salary and allowances, to advise on matters of salary, retirement, taxes, insurance, W-2 forms, etc., with respect to Agency, Civil Service, Treasury and GAO regulations, and maintain liaison and follow-up with Finance Division on such problems.

### Covert Employees (Other Than Staff)

1. To maintain Division locator file on all covert (except staff) employees and to act as contact point with respect to administrative problems with respect to this category of personnel.
2. To assist operating sections in obtaining contracts, renewals or amendments on covert personnel.

### Other Advisory and Liaison Functions

1. To review and advise on proposed regulations when requested and to advise the Division on interpretation of Agency financial regulations.
2. To assist operating sections on various phases of financial requirements of project approvals; such as project financial outlines for proposed or amended projects, administrative plans for subsidy or proprietary projects, and other special problems.
3. To develop and implement budget and fiscal procedures for the Division both departmentally and field.

- 2 -

SECRET

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Other

1. To handle special Credit Union matters relating to problems of field employees.
2. To maintain Division petty cash fund for taxi fares.
3. To coordinate and release Finance Division dispatches to the EE field stations and to coordinate Finance Division cables.
4. To review all incoming correspondence from the field with respect to financial matters and forward to Finance Division or other offices for action.
5. To maintain a complete set of Agency and Mission regulations, instructions, notices, handbooks, etc.
6. To perform all functions in support of EE/EEB responsibilities outlined above with respect to filing, typing, mail, and other types of administrative requirements.

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